

## MINUTES

**REGULAR MEETING**

**FAIRHAVEN HOUSING AUTHORITY**

**December 16, 2021**

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of December 16<sup>th</sup>, 2021 to order at 2:09 p.m.

**PRESENT:** Chairman Jean Rousseau, Commissioner Anne Silveira, Commissioner Carol Alfonso, Commissioner Ronnie Manzone and Commissioner Marc Scanlon.

**ABSENT:** No one.

**STAFF:** Krisanne Sheedy & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

**Acceptance of the Minutes of the Regular Meeting of November 18<sup>th</sup>, 2021.**

**Voted: Commissioner Scanlon made a motion to accept and place on file the Minutes of the Regular Meeting of November 18<sup>th</sup>, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Tenant/Public Participation/ In Person or Remote**

Chairman Rousseau noted that there is access to the meeting in person or remotely via Go To Meeting.

### **Warrant & Operating Reports**

#### **Approval of the Warrant - Bills – November 19<sup>th</sup>, 2021 through December 10<sup>th</sup>, 2021**

The Board reviewed the warrant for November 19<sup>th</sup>, 2021 through December 10<sup>th</sup>, 2021. Chairman Rousseau asked about the purchase of acoustic sound proof foam panels. The Director stated the tiles were for a late hour neighbor to neighbor exceedingly loud television noise issue. The Chairman also questioned the Ready Refresh purchase. Director Sheedy stated the charge is for the office & maintenance water coolers.

**Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from November 19<sup>th</sup>, 2021 through December 10<sup>th</sup>, 2021. Motion seconded by Commissioner Manzone. Vote unanimous.**

#### **Approval of the Warrant - Bills – December 11<sup>th</sup>, 2021 through December 16<sup>th</sup>, 2021.**

The Board reviewed the warrant for December 11<sup>th</sup>, 2021 through December 16<sup>th</sup>, 2021. Chairman Rousseau asked about the Dormakaba USA, Inc. invoice for \$280.56. The Director stated the entry door pads are for the handicap push to open entrances at Dana Court. The Chairman also asked about the ATC Group Services, LLC invoice for \$3500.00. Director Sheedy stated there was a mold concern voiced by the tenant. ATC Group Services noted a couple of items which maintenance corrected. ATC Group Services will follow up with a retest.

**Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from December 11<sup>th</sup>, 2021 through December 16<sup>th</sup>, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.**

### **November 2021 Tenant Aging and Credit Account Balance Reports**

The Board reviewed the Tenant Aging and Credit Account Balance Reports for November, 2021. Chairman Rousseau asked about 667-1 balance of \$1,967.00 and the 667-2 balance of \$602.00. The Director informed the Board the first 667-1 balance of \$891.00 is a rent adjustment and the tenant will be paying an additional \$300.00 monthly until the balance is cleared. The second 667-1 balance of \$1,076.00 is in legal proceedings for eviction with the Authority. The 667-2 balance of \$263.00 is a damages charge being paid on monthly and the \$336.00 balance is paid. Director Sheedy informed the Board all other balances are paid. The Director stated everything is normal regarding the November 2021 Accounts Receivable Credit Balances.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Tenant Aging Report for November, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Voted: Commissioner Alfonso made a motion to accept and place on file the Credit Account Balance Report for November, 2021. Motion seconded by Commissioner Manzone. Vote unanimous.**

### **November 2021 Breakdown of Vacancy Numbers and Timing**

The Board reviewed the Breakdown of Vacancy Numbers and Timing for November 2021. Director Sheedy informed the Board while discussing the ModPhase project at Oxford Terrace the conclusion that all new vacancies from all complexes will be held aside and put offline.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for November 2021. Motion seconded by Commissioner Manzone. Vote unanimous.**

CLERK  
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FAIRHAVEN,  
MASS.

**Utility Usage and Expense Report - November 2021**

The Board reviewed the Utility Usage and Expense Report for November 2021. Director Sheedy and Tom have been addressing the water increases and discrepancies from the water bills. The Director will be asking the Town Water Department to check the meters.

**Voted: Commissioner Manzone made a motion to accept and place on file the Utility Usage and Expense Report for November 2021. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Bad Debt Write Off**

The Board reviewed the Bad Debt Write off in the amount of \$1,595.00. The Director informed the Board the tenant was in a hospital for over a year and was finally placed in a nursing home. The Attorney who had guardianship mishandled the situation.

**Voted: Commissioner Manzone made a motion to accept and approve the Bad Debt Write Off of \$1,595.00. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Fenton, Ewald & Associates – Budget Revision**

The Board reviewed the Budget Revision from Fenton, Ewald and Associates. Chairman Rousseau questioned the 3% change to the Accounting Assistant and Tenant Selection Coordinator salaries as well as the change to the Resident Services Coordinator salary. Director Sheedy stated the 3% change came when the salary revisions were made and the additional funding would come from the non-state account funded by solar revenue. The change in the Resident Services Coordinator salary is the starting salary of the new hire.

**Voted: Commissioner Alfonso made motion to accept and place on file the Proposed Operating Budget for the state aided housing of the Fairhaven Housing Authority, Chapters 667 & 705, Program 400-1, Fiscal Year Ending December 31<sup>st</sup>, 2021; showing total revenue of \$1,530,304.00 account number 3000; with total expenses of \$1,782,804.00 account number 4000; thereby requesting a subsidy of \$0.00 account number 3801; and further that the Executive Director's total annual salary of \$87,927.00 for the fiscal year ending December 31<sup>st</sup>, 2021 be submitted to the Department of Housing & Community Development for its review and approval. Motion seconded by Commissioner Scanlon. Roll call Vote: Chairman Rousseau Yes, Commissioner Silveira Yes, Commissioner Alfonso Yes, Commissioner Scanlon Yes & Commissioner Manzone Yes. Vote Unanimous.**

**Fenton, Ewald & Associates - November 2021 Financials**

The Board reviewed the November 2021 Financials from Fenton, Ewald and Associates. Chairman Rousseau would like Truck Repairs to be a budgeted line item on the budget as the vehicles are aging and will need repairs.

**Voted: Commissioner Manzone made a motion to accept and place on the file the Fenton, Ewald & Associates November, 2021 Financials. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Fenton, Ewald & Associates – Vacant Units Loss Accrual Report**

The Board reviewed the Vacant Units Loss Accrual Report. Chairman Rousseau would like a projected amount of lost rent revenue for the estimated time of the ModPhase project. He would like to know if DHCD or CPC Funding would help with financial relief. The Director does not think CPC funding will be available as this is interior renovation work and not in the exterior building envelope of CPC Funding. There is a bill before legislature asking to relax the standards of CPC Funding to allow Housing Authorities to tap into funding for projects such as the ModPhase project. As of now nothing has changed. Director Sheedy has talked to DHCD regarding the estimated \$1,500,000.00 relocation costs associated with the ModPhase project. The State will be paying these costs. The State will also cover the costs for the designer, permits, change orders, asbestos abatement, and the clerk of the works. The Housing Authority could earn as much as 10% in Administrative Fees.

**Voted: Commissioner Silveira made a motion to accept and place on the file the Fenton, Ewald & Associates Vacant Units Loss Accrual Report. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Old Business****Security @ Complexes**

The Director informed the Board she was trying to set up an advised mediation with the Fairhaven Police Department. There is a set of folks who cannot get along, more of a he said she said situation, the police were very accommodating and willing to participate, the tenants were not and have promised to try and get along. Commissioner Scanlon asked if the tenants were allowed to have firearms. They are allowed if they have a license to carry and the firearm is kept unloaded in a lock box.

**Old Business****Pest Control**

Director Sheedy reported the case of bed bugs is almost resolved. The tenant does need a little guidance.

**Old Business****Bicycle Storage.**

The Director stated there is nothing new to report.

**Old Business****MassNAHRO Lawsuit-Update**

Director Sheedy stated the MassNAHRO Lawsuit is under advisement with the court and waiting on the Judge's decision.

**Old Business****POD MOU w/FHVN BOH**

The Director stated there is nothing new to report.

**Old Business****Smoking**

Director Sheedy reported that she is waiting on the new Regional Attorney to see how they will go forward with smoking violations and evictions. The State will be having a webinar on the New Regional Attorney selection process.

**Old Business****ModPhase Project - Update**

The Director informed the Board Housing Opportunities Unlimited has sent their relocation plan. Director Sheedy and the Architects are reviewing the plan as it needs to be submitted with the construction documents. Now that the relocation plan has been issued Director Sheedy and HOU will begin meeting with tenants. There will be at least three general meetings possibly starting in January, followed by individual tenant meetings.

**Old Business****Space Heater Policy**

Director Sheedy gave the Board the Fairhaven Housing Authority Space Heater Policy 12-16-2021 to review. Commissioner Manzone would like the Fairhaven Fire Department to look over the policy before Board approval. Chairman Rousseau would like the topic on next month's agenda.

**New Business****Formula Funding Allocation FY 2025**

The Fairhaven Housing Authority has been awarded \$368,193.60 in Formula Funding for Fiscal Year 2025. Director Sheedy explained to the Board the allocation is based on facility condition assessments. The improvements completed over the past few years may have contributed to the lower monetary award.

**Tabled Items**

None.

**Communications/Correspondence****December 2021 Newsletters**

Chairman Rousseau asked about the article regarding legislature authorizing \$150 million of ARPA funds for public housing. The amount allocated to the individual Housing Authority's has not been disclosed but Director Sheedy believes part of the money will go towards the eight ModPhase Projects. The Director stated the classified job openings in the MassNAHRO newsletter are quite lengthy with positions available across the board.

**Items/Documents/Forms Not Anticipated**

None.

**Director's Report – December 16<sup>th</sup>, 2021**

Director Sheedy informed the Board she has additions to the Director's Report. She will be on vacation from December 24<sup>th</sup>, 2021 thru January 4<sup>th</sup>, 2022. The annual budget will be on the January Board meeting agenda. The new State required Language Access Plan Policy will be presented on either the January or February agenda. MHT Excavating from the Town's approved contractors list gave an estimate of \$14,865.00 to replace the three fire hydrants at McGann Terrace. Guido's Plate Glass Service gave an estimate of \$17,991.00 to replace nine windows at Oxford Terrace. Commissioner Manzone would like additional estimates for each of these jobs. Premier Fence gave an estimate of \$12, 879.00 for the dumpster enclosure at McGann Terrace. Chairman Rousseau suggested maintenance put up fence sections or plant evergreens. There is a scheduled visit with All Security to discuss the Dana Court key system. There is no new information on the Anthony Haven Parking Lot project. A local parish adopted seniors in need to give Christmas presents to. A raffle will decide which tenants will receive the gifts.

**Voted: Commissioner Silveira made a motion to accept and place on file the December 16<sup>th</sup>, 2021 Director's Report. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Questions or Concerns of Commissioners**

Chairman Rousseau questioned if the tenants with air conditioners in their windows received notice to remove them. The office staff has called the tenants without doctor's letters to have them removed. Doctor's letters allow tenants to keep their air conditioners in year round for health reasons. Chairman Rousseau questioned if Director Sheedy was able to connect with Dave Connor from the Energy Services Lien Program. They have been playing phone tag. Hopefully they will connect soon to set up an appointment. Commissioner Silveira questioned if a tenant can have round the clock care and is the person giving the care certified by the authority. Tenants do not have to notify the office of their care takers scheduling, as long as they are following the lease guidelines, unless the personal care attendant is residing at the apartment. They then must be vetted through the Housing Authority. The state would like to see tenants aging in place with supportive services as long as they can and not go into nursing homes.

**Future Agenda Items**

Maintenance Garage.

**Adjournment**

**Voted: Commissioner Alfonso made a motion to adjourn at 3:56 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.**

Respectfully submitted,

*Kris Sheedy*

Krisanne Sheedy  
Executive Director

*KS/knm*